



**Nevada Public Agency Insurance Pool  
Public Agency Compensation Trust**  
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**Minutes of Meeting of the Loss Control Committee of  
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust**

**Date: Tuesday, October 17, 2017**

**Time: 9:00 A.M.**

**Place: POOL/PACT Office, 201 S. Roop, Carson City NV**

**1. Roll**

Members Present: Cash Minor, Ann Cyr, Geof Stark, Dan Murphy, Bryce Boldt, Darren Wagner, John Doller, Bob Spellberg, Ron Brugada  
Others Present: Mike Rebaleati, Rick Hudson, Mel Ida, Josh Wilson, Donna Squires, Sarah Adler, Jeff Strobel, Zaria Hanses, Stacy Norbeck, Marshall Smith

**2. Public Comment**

Chair Minor opened public comment and hearing none, closed the public comment period.

**3. For Possible Action: Approval of Agenda**

Upon motion and second to approve the Agenda, the motion carried.

**4. For Possible Action: Approval of Minutes of Committee Meeting of July 18, 2017.**

On motion and second to approve the minutes, the motion carried.

**5. For Discussion: Update of Legal Liability Risk Management Institute integration on TORCH Enterprise LMS. Update on Pool/Pact Risk Management training and seminars.**

Marshall Smith presented update on (a) progress with integrating new training courses received from LLRMI into the ELearning/TORCH LMS; (b) upcoming Pool/Pact trainings: *School District Training: Harassment and Bullying Legislative Changes* with Ann Alexander and *Investigating and Prosecuting Crimes Against Children – From a Cop and Prosecutor’s Perspective* with Ron Supp (Elko County Sheriff’s Office and Jeremy Reichenberg (Lyon County District Attorney’s Office).

**6. For Possible Action: Presentations by:**

- a. Jeff Schobel of STOPit. STOPit provides municipalities with a multiple platform ability to report incidents, including attaching photo or video evidence. Time allotted: 15 minutes. <http://stopitsolutions.com/> (See Attachment)

Jeff Strobel provided a linked on-line presentation and summary of the program to the Committee. Application would exclude school districts. Questions regarding application and confidentiality were addressed by Jeff Strobel.

- b. Sarah Adler of Nevada Department of Education – update on “Safe to Tell” program. Time allotted: 15 minutes.

Sarah Adler provided a presentation regarding the status of the Safe-To-Tell program and outlined the two cohorts for the state. This program is pursuant to AB275 and SB212. There is consideration of changing the name to Safe to Share/Say. She also reviewed a similar Utah program known as SAFEUT. She indicated that their current funding levels are adequate based upon a four year grant from the Department of Justice.

7. **For Possible Action:** Discuss, approve, or deny contract with TargetSolutions.

Marshall Smith explained the current status regarding the developing association with TargetSolutions. The final terms and conditions of the contract are being negotiated. There was discussion as to whether the courses could be limited to Fire and EMS as originally contemplated. That consideration and review is continuing. Funding for this program and related LMS expenditures will be presented at the upcoming Executive Committee meeting.

Motion to approve contract with TargetSolutions to be integrated into the broader strategic plans being developed by the Loss Control Committee for board approval, the motion carried.

8. **For Possible Action:** Recognition of retiring members: Bob Spellberg and Steve West.

Letters of appreciation were presented to Bob Spellberg and Steve West by Chairman Minor. Upon motion and second to approve the Agenda, the motion carried.

9. **For Possible Action:** Discuss, approve, or deny appointment of new Loss Control Committee Member Ronald Brugada (Southern Nevada Health District). Review of Appointment letters from Cash Minor and Alan Kalt

Upon motion to appoint Ron Brugada as a member to the Loss Control Committee, the appointment was approved.

10. **For Possible Action:** Discuss, approve, or deny updated Loss Control Excellence Program features, requirements, and procedures.

Mike Rebaleati and Marshall Smith explained the status of the updated LCEP assessments and program features, with a recommendation that successful completion of the program would include an on-site audit by POOL/PACT risk management staff. Discussion regarding increasing the award to a possible maximum of \$15,000 for completion of all sections. Wayne Carlson suggested that those members with high experience modification rates be targeted for participation in the program. Ann Cyr suggested that if non PACT members apply, that POOL/PACT risk management staff obtain claims history from the worker’s compensation carrier which provides coverage. A request was made to the Committee members to review and comment on the ten updated LCEP sections by November 15, 2017. After which POOL/PACT risk management staff will finalize the program and present to the Committee for final review.

A motion to table the item, pending receipt of comments by Committee members and finalizing the new LCEP program.

**11. For Possible Action:** Discuss, approve, or deny Risk Management Programs:

- a. Updated Pool/Pact Risk management grant program policies;
  - i. Four primary grant sections:
    1. Preferential grant funding for those projects, items, or expenditures where there is evidence of (1) prior claims or complaints, (2) close calls, or (3) claims trend;
    2. Preferential grant funding for those project, items, or expenditures where:
      - a. A Pool/Pact vendor recommends a project, item, or expenditure;
      - b. The Pool/Pact Loss Control Committee recommends a project, item, or expenditure;
      - c. Pool/Pact Risk Management staff recommends a project, item, or expenditure.
    3. Preferential grant funding for those projects, items, or expenditures where there is evidence that significant risk reduction or loss control would benefit more than five member employees or public at large, and/or such project, item, or expenditure would be applicable and beneficial to all Pool/Pact members.
    4. All other grant applications to be reviewed and analyzed on an individual basis, based upon the evidence presented to support risk management, loss control, or safety aspects of the application.

Mike Rebaleati explained the reasons for the four categories. Ann Cyr suggested that Section (2)(b) be changed from “vendor” to “consultant.”

- b. Risk Management/Grant funding for 2017-2018. Pursuant to the direction of the LCC on 7/22/17, a recommendation will be made to the POOL/PACT Executive Committee that \$500,000 will be designated from both POOL and PACT in lieu of the 2% of net assets previous funding levels.

Geof Stark inquired regarding the historical risk management grant spending levels. Mike Rebaleati stated that expenditures for the grant program have not come close to the budgeted amount.

- c. Existing Pool and PACT board policy that adopted the 2% so the committee can only be recommend the chance to the Exec Comm. Reword to reflect as a recommendation

This item was removed from the Agenda as it is redundant.

- d. Approvals for risk management grants of more than \$10,000.00 shall take place during the first and third quarter Loss Control Committee meetings.
- e. All risk management grants shall require 25% member investment. This requirement would not include educational grants.

Ann Cyr asked whether there was a reimbursement component to all grants. Marshall Smith indicated that the policy will continue that the entity must pay all expenditures up front, then submit proof of payment for reimbursement. Mike Rebaleati indicated that risk management staff

works effectively to provide payment quickly. Ann Cyr said that if a POOL/PACT consultant makes a grant request suggestion, it should not require up-front funding.

- f. Existing grant restrictions and prohibitions would remain in place.
- g. Funding for all risk management programs to be deducted from Risk Management Grant Funding allocation.

There was a discussion that costs associated with TargetSolutions and ELearning would not be allocated from Risk Management Grant funding.

- h. Funding for support of the Safe-to-Tell program.

This item was tabled pending further request from the Safe-to-Tell program representatives.

- i. Designate the “StopIt” program as a preferential grant expenditure.

Mike Rebaleati indicated that this program would have no school district application and if an entity was interested in trying the program, it should be grant eligible. There were discussions regarding whether an entity would have the proper staffing to implement the program.

- j. Funding of \$10k funding for Cyber Working Group.

Mike Rebaleati explained that this would be a group comprised of members which have obtained the Passive Network Assessment and provide information, cooperation, and assistance to other members. He requested that the group be funded and he would then begin developing the group and report back to the Committee. Ann Cyr suggested that it would be appropriate for the Committee to allocate funding for this project.

A motion to accept the risk management recommendations as discussed and agreed upon in item 11 was seconded and approved.

**12. Public Comment**

Chair Minor opened public comment and hearing none, closed the public comment period.

**13. For Possible Action: Adjournment**

**The Agenda was posted at the following locations and at [notice.nv.gov](http://notice.nv.gov):**

**NPAIP/PACT  
201 S. Roop Street, Suite 102  
Carson City, NV 89701**

**Carson City Courthouse  
885 E. Musser Street  
Carson City, NV 89701**

**Eureka County Courthouse  
10 S. Main Street  
Eureka, NV 89316**

**Churchill County Admin Complex  
155 North Taylor Street  
Fallon, NV 89406**